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1 Introduction

- 1.1 The Robert Carre Trust has adopted the policy set out in this document to provide a clear framework for the management of pay and grading issues for all staff employed in the school.
- 1.2 The Trust is committed to taking decisions in accordance with the ‘key principles of public life’: objectivity, openness and accountability. It recognises the requirement for a fair and transparent policy to determine the pay and grading for all staff employed in the Trust, which takes account of the conditions of service under which staff are employed and relevant statutory requirements.
- 1.3 The Trust recognises its responsibilities under relevant legislation including the Equality Act 2010, the Employment Relations Act 1999, the Part–Time Workers (Prevention of Less Favourable Treatment) Regulations 2000, the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002, and will ensure that all pay related decisions are taken equitably and fairly in compliance with statutory requirements.
- 1.4 This policy is based on a Trust-wide approach to pay issues. Pay decisions will take account of the resources available to the Trust. The school staffing structure will support the school improvement plan. The Trust will exercise its discretionary powers using fair, transparent and objective criteria in order to secure a consistent approach in Trust pay decisions.
- 1.5 The Trust recognises the requirement that all pay progression decisions for all teaching staff must be linked to annual appraisal of performance. The procedures set out in this policy seek to ensure that this is achieved in a fair, equitable and transparent way. The Trust also recognises the importance of annual appraisal of performance for support staff and how this may link to pay.
- 1.6 This policy has been agreed by the Trust following consultation with staff and the recognised trade unions. Any subsequent changes will also be subject to further consultation before amendment by the committee. The Pay Committee will have full authority to take decisions on behalf of the Trust on pay matters as defined in this policy. The remit for this Committee is attached as Appendix 1.
- 1.7 The staffing structure for the Robert Carre Trust and individual schools within the Trust will be published as an appendix to this policy (Appendix 2)
- 1.8 This policy sets out the framework for making decisions on employees’ pay. It has been developed to comply with current legislation, the requirements of the School Teachers’ Pay and Conditions Document (STPCD), the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (“Green Book”) and in accordance with the principles of public life – objectivity, openness and accountability. As part of the application of this policy, the Robert Carre Trust will collect, process and store personal data in accordance with our data protection policy. We will also comply with the requirements of **Data Protection Legislation** (being (i) unless and until the GDPR is no longer directly applicable in the UK, the General Data Protection Regulation ((EU) 2016/679) and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and then (ii) any successor legislation to the GDPR or the Data Protection Act 1998), and our Staff Privacy Notice sets out how we will gather, process and hold personal data of individuals in relation to pay.

2 Aims of the policy

2.1 The Robert Carre Trust aims to use the Trust Pay Policy to:

- Maintain and improve the quality of teaching and learning at the schools in the Trust and achieve excellent outcomes for all students;
- Support the school improvement plans;
- Underpin the Trust's Appraisal Policy;
- Ensure that all staff are valued and appropriately rewarded for their work contribution in the school;
- Ensure staff are well motivated, supported by positive recruitment and retention policies and staff development;
- Demonstrate that decisions on pay are fair and equitable and recognise the principle of equal pay for like work and work of equal value;
- Provide flexibility to recognise individual staff performance linked to pay decisions.

2.2 The Trust will also consider advice issued by the Department for Education, recognised trade unions and other national bodies as appropriate, along with relevant statutory legislation.

3 Job Roles and Responsibilities

3.1 All members of staff will be provided with a job description outlining the roles and responsibilities of the post. This will also include the pay range and any additional payments or allowances covered by this policy. The job description will state the reason for any additional allowances or payments and whether this is a permanent or temporary payment.

3.2 Any significant changes to duties and responsibilities of a post will be subject to discussion with the member of staff with a view to reaching agreement. Where there is a significant change in duties and responsibilities of a post a new job description will be issued.

3.3 Where the staffing structure of the school needs to be changed, resulting in broader changes to roles and responsibilities, this will be the subject of consultation with staff and the recognised trade unions before any changes are made and with a view to seeking to agree the changes before new job descriptions are issued.

4 Pay Assessment and Pay Review

4.1 The Robert Carre Trust will ensure that all staff salaries are reviewed on an annual basis with effect from 1 September, no later than 31 October.

4.2 The teacher's appraisal report will contain a recommendation on pay. The Executive Headteacher will be responsible for submitting any recommendations for pay progression, in accordance with the relevant sections of this policy, to the Trust for approval.

4.3 All teachers will be entitled to receive an annual pay statement including details of any salary and financial benefits to which they are entitled, including any salary safeguarding arrangements that may apply.

- 4.4 A review may occur at other times where there has been a significant change affecting an individual teacher's pay. A revised written statement will be issued to the teacher in such circumstances, including any salary safeguarding arrangements that may apply

5 Recruitment

Teaching Staff

- 5.1 Advertisements for vacant posts in the school will be considered by the Head of School / Executive Headteacher where appropriate. Posts will normally be advertised either internally or externally, locally or nationally, as appropriate.
- 5.2 The advertisement will include the relevant pay scale for the post from the range of scales determined by the Trust as appropriate for the post and as contained in the relevant section of this Pay Policy. The advertisement will specify the expected level of skills and experience for appropriate candidates relevant to the post. The advertisement will also include details of any additional payments or allowances applicable to the post.
- 5.3 Where an applicant does not meet the criteria for the level of post advertised within the school pay structure but the post would otherwise prove difficult to fill, the Trust may appoint at a lower level but also consider a recruitment payment in accordance with the school policy set out in section 9.4.
- 5.4 Where the post is on a temporary basis, the advertisement will specify the reason for, and duration, of the post.
- 5.5 Within the framework of relevant statutory legislation, the advertisement may also include reference to any underrepresentation within the school to encourage applications from any disadvantaged and under-represented groups.

Support Staff

- 5.6 The arrangements for advertising vacancies for support staff will mirror those for teaching staff. Advertisements will indicate the number of working hours and working weeks and will show the appropriate salary and grade as determined by the Robert Carre Trust.

6 Teaching Staff Pay

- 6.1 In the Robert Carre Trust all teaching staff are employed in accordance with the provisions of the School Teachers' Pay and Conditions Document (STPCD). In reviewing pay scales in the future the Trust will have regard to any changes to national pay ranges contained within the STPCD. The following pay arrangements have been agreed by the Trust using the flexibilities contained within the STPCD.
- 6.1.1 The Trust will implement any recommended pay awards agreed nationally and will decide annually on whether or not these should be applied to the pay ranges detailed in this policy.
- 6.1.2 Although there is no assumption that a teacher will be paid at the same rate as they were being paid at a previous school, the Trust will determine the appropriate rate of pay for a teacher joining

the Trust, taking into account the salary expectations and current salary, the nature of the post, market conditions, level of qualifications, skills and experience

6.2 **Executive Headteacher /Head of School**

6.2.1 The Robert Carre Trust will assign an Individual School Range (ISR) based on the school group size, as determined by the STPCD. In the case of the Executive Headteacher, the ISR will be based on a cumulative value across the Trust and the Trust will consider other factors at its discretion. The Trust will ensure that there is no overlap of salary scales between the Executive Headteacher and other leadership posts

6.2.2 The Trust will calculate the school group size at the start of each academic year and determine the appropriate Individual School Range for the year. The Trust will determine the group size for the school in accordance with the provisions of the STPCD.

6.2.3 Progression on the ISR for the Executive Headteacher /Head of School will be subject to a review of the Executive Headteacher /Head of School's performance set against the annual appraisal review. Where performance has not been of a sustained high quality the Trust may decide that there should be no pay progression. The pay review for the Executive Headteacher /Head of School will be completed by 31 December.

6.2.4 The Trust will ensure that reasons for setting the ISR at a given level are recorded and that the process for the determination of the Executive Headteacher /Head of School's salary is fair and transparent.

6.2.5 **Discretionary payments to the Executive Headteacher**

6.2.5.1 The Trust may consider a discretionary payment not exceeding 25% of the Executive Headteacher' salary, as determined above, for reasons not already considered in determining the ISR, and which may include:

- the school is a school causing concern;
- without such additional payment the Trust considers that the school would have substantial difficulty filling a vacant Head of School post;
- without such additional payment the Trust considers the school would have substantial difficulty retaining the existing Executive Headteacher; or
- the Executive Headteacher is appointed as a temporary Executive Headteacher of one or more additional schools.

6.2.5.2 In wholly exceptional circumstances the Trust may consider a payment in excess of 25%. In such circumstances the Trust will seek external independent advice.

6.2.6 The Trust may also consider additional payments in respect of:

- continuing professional development undertaken outside the school day;
- activities relating to the provision of initial teacher training as part of the ordinary conduct of the school;
- participation in out-of-school hours learning agreed between the Head of School and the Trust;

- additional responsibilities and activities due to, or in respect of, the provision of services by the Head of School relating to the raising of educational standards to one or more additional schools;
- residential duties

6.3 Other Leadership Posts

6.3.1 The Robert Carre Trust will determine a pay range for all other leadership posts from within the leadership scale contained in the STPCD for qualified teachers.

6.3.1.1 The Robert Carre Trust will determine a pay range for the Director of Finance, Administration and Resources, in accordance with the NJC scales and terms and conditions

6.3.2 The range for individual posts will be determined according to the duties and responsibilities of the post and may vary between posts. A post with a designated deputy role in the absence of the Head of School will be remunerated accordingly above the range for other leadership posts.

6.3.3 The Trust will ensure that there is no overlap of pay points between the Head of School and any other leadership post, and between those with leadership posts and Middle Leaders.

6.3.4 On appointment a teacher paid on the leadership scale will be appointed on one of the first 3 points on the pay range.

6.3.5 The pay range for staff paid on the leadership spine will be reviewed on 1 September each year, but may be reviewed at any time during the year where there is a significant permanent change in the duties and responsibilities of the post, or where it is necessary to consider a retention payment for a member of staff on the leadership spine.

6.3.6 Progression on the pay range for a member of staff paid on the leadership scale will be subject to a review of their performance set against the annual appraisal review. Annual Pay progression within the range is not automatic and where performance has not been of a sustained high quality the Trust may decide that there should be no pay progression. The pay review will be completed by 31 October.

6.4 Other Posts paid above the Classroom Teacher Scale – Leading Practitioners

6.4.1 The Robert Carre Trust may also establish other teaching posts paid above the Upper Pay Spine. These posts will carry responsibility for modeling and leading the improvement of teaching skills across the school.

6.4.2 The pay range for these posts will be within the minimum and maximum of the range for Leading Practitioners contained within the STPCD, and will be determined by the role and range of responsibility of each post, which may vary across the school.

6.4.3 Each post will be paid at a fixed point within the minimum and maximum range contained within the STPCD.

6.4.4 The starting salary for an appointment to a post on the Leading Practitioner pay range will be determined by the Trust and will take account of the teacher's skills and experience.

6.4.5 Progression on the pay range for a member of staff paid on the Leading Practitioner pay range will be subject to a review of performance set against the annual appraisal review. The Trust may decide to award one increment for sustained high quality performance or more increments where performance has been exceptional. Where performance has not been of a sustained high quality the Trust may decide that there should be no pay progression. The pay review will be completed by 31 October.

6.5 Main Scale and Upper Pay Spine Teachers

6.5.1 The Robert Carre Trust will establish posts paid in accordance with the minimum and maximum points for such posts as determined by the STPCD.

6.5.2 The Trust has established a pay structure for these posts, see Appendix 4

6.5.3 The pay review will normally be completed by 31 October.

Pay Progression

6.5.4 Pay progression will be subject to sustained performance towards the next higher level, and meeting the relevant teacher standards and Professional Skills Level Descriptors for that level. Meeting appraisal objectives will not automatically mean that pay progression will be awarded. Where a teacher's performance does not demonstrate a sustained level and is below the school's expectations at that level of post, the Trust may determine that no incremental progression will be awarded in that year.

6.5.5 Progression will be subject to a review of the teacher's performance set against the annual appraisal review and the Teacher Standards. The Trust may decide to award one increment for sustained high quality performance in line with school expectations or two increments where performance has exceeded school expectations. For teachers on the upper pay spine progression will normally be considered after 2 years of sustained high-quality performance or earlier where performance has exceeded school expectations. Teachers should apply to progress up the pay spine. However, where a teacher's performance has been of a sustained high-quality, exceeding school expectations at that level, the Trust may award accelerated progression of up to two increments within the scale. Progression to the next scale will be subject to the criteria for the higher scale being met as set out in the previous paragraphs of this section of the policy.

Accelerated progression

6.5.6 The Robert Carre Trust has determined that normally progression within a range will be by annual increments. A teacher may, as part of their annual appraisal meeting, request to be considered for accelerated pay progression either within the pay range or to the next pay range at the end of that review cycle. However, where a teacher's performance has been of a sustained high quality, exceeding school expectations at that level, the Trust may award accelerated progression (of up to two increments). Progression to the next range will be subject to the criteria for the higher range being met as set out in the previous paragraphs of this section of the policy.

Appointments

6.5.7 A newly appointed teacher will usually be appointed at the minimum of the range, and no higher than the second point, considering a teacher's previous salary and/or relevant experience, as determined by the Executive Headteacher.

6.5.8 The initial salary on appointment may be on a probationary basis and subject to performance. This will be reviewed after 6 months, after which time the pay range and relevant pay point will be finalised. The revised salary/pay range will be no lower than the initial salary on appointment.

6.5.9 A teacher transferring roles internally within the school will continue to be paid the same salary on the main scale or the upper pay scale as paid in the previous role.

6.6 Application to move onto the Upper Pay Range

6.6.1 Any qualified teacher may apply to be paid on the upper pay range. It is the responsibility of the teacher to decide whether or not they wish to apply.

6.6.2 The Trust will consider applications from a teacher during the Autumn Term for progression at the start of the Autumn Term. This will normally be backdated to the start of the Autumn term. A teacher may submit one application in any academic year and it must be by 31 October.

6.6.3 For an application to be successful the teacher will need to demonstrate that they meet all the teacher standards and the professional skills level descriptors agreed by the Trust for teachers on the upper pay range. If the teacher is on M6, they will also need to demonstrate that they have been working at that level for a significant period of at least 1 year prior to the submission of the application. If the teacher is not on M6, they will have to demonstrate that they have been working at that level for a significant period of at least 2 years prior to the submission of the application

6.6.4 As defined in the STPCD, a teacher being considered for a move onto the upper pay spine must be able to demonstrate:

- substantial and sustained achievement of objectives, appropriate skills and competence in all elements of the Teachers' Standards; and
- potential and commitment to undertake professional duties which make a wider contribution (which involves working with adults) beyond their own classroom.

This should be exemplified by the school's professional skills level descriptors.

6.6.5 An application for progression to the upper pay range will be assessed by the Pay Committee and a decision notified to the teacher in writing within 20 working days of the Pay Committee meeting.

6.6.6 If unsuccessful the teacher will be provided with feedback by the Headteacher/ Head of School, with reasons as to why the decision has been made.

6.6.7 Any appeal against the decision, which should be submitted within 10 working days, will be considered in line with the school's pay appeals procedure set out in Appendix 3.

6.7 Unqualified Teachers

6.7.1 The Trust will appoint unqualified teachers to a salary within the range set out in the STPCD.

6.7.2 The Trust has determined that this should be a 6 point scale, see Appendix 4

- 6.7.3 Where points overlap with point 1 on the Qualified Teacher scale, the Trust will take account of the professional skill level descriptors for those teachers in setting the relevant expectations for an unqualified teacher paid at this level.
- 6.7.4 The Trust has agreed to award an unconsolidated payment of £250 per annum to those unqualified teachers paid on the first 3 points of the unqualified scale
- 6.7.5 A newly appointed unqualified teacher will usually be appointed at the minimum of the scale. The initial salary on appointment may be on a probationary basis and subject to performance. This will be reviewed after 6 months, after which time the pay range and relevant pay point will be finalised. The revised salary/pay range will be no lower than the initial salary on appointment.
- 6.7.6 Progression within the range will be subject to a review of the teacher's performance set against the annual appraisal review and the appropriate Teacher Standards. The Trust may decide to award one increment for sustained high quality performance or more increments where performance has been exceptional. Where performance has not been of a sustained high quality the Trust may decide that there should be no pay progression. In such circumstances where a teacher's performance is not at the required level this will be addressed through the school's appraisal and possibly capability procedure.
- 6.7.7 The pay review will be completed by 31 October.
- 6.7.8 Where an unqualified teacher obtains qualified teacher status whilst employed by the school, they will transfer to the relevant pay scale for qualified teachers at a salary at least equivalent to the salary they were being paid as an unqualified teacher.
- 6.7.9 The Trust may pay additional allowances to an unqualified teacher where, the teacher has either:
- taken on a sustained additional responsibility which is focused on teaching and learning and requires the exercise of a teacher's professional skill and judgement; or
 - gained qualifications or experience which bring added value to the role being undertaken.

6.8 **Newly Qualified Teachers (NQTs)**

- 6.8.1 In the case of Newly Qualified Teachers, pay decisions will be made by means of the statutory induction process

7 **Supply Teachers**

- 7.1 Teachers employed on a short notice or supply basis will have their pay determined in line with the arrangements outlined in this policy for other teachers. Teachers paid on a daily basis will have their salary assessed as an annual amount, divided by 195. For temporary teachers on short notice this will be multiplied by the number of days to be worked. The maximum that a supply teacher will be paid will be taken from M6.
- 7.2 Teachers who work less than a full day will be paid hourly and will have their salary calculated by dividing the annual salary by 1265 to give an hourly rate.

7.3 A short notice teacher who is employed by the Trust throughout a consecutive period of 12 months will not be paid any more in respect of that period than they would have if they had been in regular employment throughout the period.

8 Part-time teachers

8.1 The Trust will ensure that part-time teachers' pay and working time will be dealt with in accordance with the STPCD. Pay scales and pay progression will be as detailed earlier in this policy.

8.2 Part-time teachers will be entitled to be paid for their contractual hours pro rata to a full-time teacher and will also be entitled to ppa time, other non-contact time and directed time allocated on a pro rata basis.

9 Allowances

9.1 Teaching and Learning Responsibility Payments (TLRs)

9.1.1 TLR payments will be awarded to the holders of the posts indicated in the Trust's staffing structure.

9.1.2 TLR payments will be awarded to a teacher on any pay point where a teacher is required to undertake a sustained additional responsibility within the Trust's staffing structure for ensuring the continued delivery of high-quality teaching and learning for which they are accountable. The post must:

- focus on teaching and learning;
- requires the exercise of a teacher's professional skills and judgement;
- requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage student development across the curriculum;
- has an impact on the educational progress of students other than the teacher's assigned classes or groups of students; and
- involves leading, developing and enhancing the teaching practice of others.

9.1.3 The Trust will award TLR payments within the range prescribed in the STPCD. For schools within the Trust, the Trust has determined that TLR payments will be as set out in Appendix 4.

9.1.4 A TLR payment will not be awarded in respect of teaching duties more appropriately recognised under section 9.2 of this policy in respect of Special Educational Needs.

9.1.5 The Trust may award a temporary TLR (TLR3) payment of between £570 - £2872 to a post requiring additional duties for a time limited period for a specific project identified as a priority within the school development plan or other substantial school improvement projects, or exceptional one-off externally driven responsibilities.

9.1.6 The value of any temporary TLR3 will be determined within the above range on an individual basis according to complexity and level of responsibility of the role.

9.1.7 The duration of such temporary TLR3 payments will be reviewed annually, or on cessation of the project, and may be extended if appropriate.

9.1.8 There will be no safeguarding of any temporary TLR3 payments.

9.1.9 A teacher in receipt of a TLR 1 or TLR 2 may also hold a concurrent TLR 3.

9.2 **Special Educational Needs (SEN)**

9.2.1 The Trust will award a Special Educational Needs allowance to a classroom teacher in the following circumstances

- in any SEN post that requires a mandatory SEN qualification;
- who teaches students in one or more designated special classes or units in the school;
- in any non- designated setting that is analogous to a designated special class or unit where the post:
 - (i) involves a substantial element of working directly with children with special educational needs;
 - (ii) requires the exercise of a teacher's professional skills and judgement in the teaching of children with special educational needs;
 - (iii) has a greater level of involvement in the teaching of children with special educational needs than is the normal requirement of teachers throughout the school or unit within the school.

9.2.2 The Trust will determine a spot value for each post, taking account of the structure for SEN provision in the school and:

- whether any mandatory qualifications are required for the post;
- the qualifications and expertise of the teacher relevant to the post; **and**
- the relative demands of the post.

9.2.3 The value of any SEN allowance in the school will be within the range prescribed in the STPCD (see Appendix 4).

9.3 **Acting Allowances**

9.3.1 All staff who cover all of the duties associated with a post of a higher grade or allowance than their own for a period of at least 4 weeks will be considered for payment of an acting allowance. This will normally be the difference between the teacher's substantive salary and the appropriate point on the pay range of the higher-level post, and will cover the whole period of acting up during which the teacher will be expected to undertake the full range of duties and responsibilities of the post.

9.4 **Recruitment and Retention**

9.4.1 The Trust may, on the advice of the Executive Headteacher, consider the award of a recruitment and retention payment where there is clearly demonstrated evidence that such a payment is:

- required to attract suitable candidates for a post which it has been or it is considered difficult to fill; or
- required to retain the skills and expertise of a teacher, particularly in a specialist area or where it is considered that the subsequent vacancy would be difficult to fill;
- to recognise a teacher's performance which exceeds the school's expectations and which is not recognised through accelerated salary progression in other sections in this policy.

9.4.2 The value of any recruitment or retention payment will be determined according to the circumstances of each case but will consider salary relativities across the school structure and known staffing changes in the future and would normally be within the range £500 - £3,000.

9.4.3 The duration of the payment will be determined according to the circumstances of the payment, and will be subject to annual review, which may extend the period, if appropriate.

9.4.4 Normally a recruitment or retention payment will be financial, but where appropriate, Trustees may consider other benefits e.g. relocation expenses, health care, sports membership, childcare provision etc.

9.5 Continuing Professional Development

9.5.1 The Trust, advised by the Executive Headteacher, may consider in advance awarding additional payments to teachers in respect of continuing professional development undertaken outside of the school day. The Trust will consider each case on an individual basis. Where approved, additional payments will be calculated based on the teacher's normal hourly rate.

9.6 Activities relating to the provision of initial teacher training as part of the ordinary conduct of the school

9.6.1 The Trust may award an additional payment for work undertaken on a voluntary basis relating to the provision of initial teacher training (ITT), where this is provided as part of the normal activity of the school. This may include:

- Acting as a professional mentor
- Giving feedback to student teachers
- Formally assessing student competence
- Supervision and observation of teaching practice
- Tutorials or seminars

9.6.2 Payment for these activities, where agreed in advance, will be calculated based on the teacher's normal hourly rate.

9.6.3 The Trust will not award additional payments in respect of School Centered ITT (SCITT) where the school takes the lead in providing ITT courses including planning and preparing materials for an ITT course and taking responsibility for the well-being and tuition of ITT students. Such duties may be considered under a separate non-teaching contract.

9.7 Additional responsibilities and activities due to or in respect of the provision of services by the Executive Headteacher, or other member of staff, relating to the raising of educational standards to one or more additional schools

- 9.7.1 The Trust may consider an additional payment where a member of staff is providing services to other school e.g. as a consultant leader, school improvement partner, Local Leader for Education or National Leader of Education
- 9.7.2 Any payment considered under this section will be temporary only.
- 9.7.3 No payment will be considered where these duties have already been taken into account in other sections of this policy

10 **Salary Sacrifice**

- 10.1 The Trust will support salary sacrifice arrangements for teachers in respect of the following:
- Childcare vouchers / childcare benefit schemes;
 - Cycle or cyclists' safety equipment scheme;
 - ICT equipment/software
- 10.2 Participation in any salary sacrifice scheme arrangement will have no effect upon the determination of any safeguarded sum to which the teacher may be entitled.

11 **Safeguarding**

- 11.1 The Trust will apply the salary safeguarding provisions of the STPCD.

12 **Absence and Pay Progression**

- 12.1 Staff who are absent long-term are still eligible to be considered for pay progression
- 12.2 The Trust will consider the criteria set out in this policy, but use the period of time prior to the employee commencing their period of absence. In most cases this will be the preceding year or 2 years for progression. If there is sufficient time for assessment in the current cycle, that period may also be considered

13 **Appeals**

- 13.1 A member of staff may seek a review of any determination in relation to their pay or any decision taken by the Trust (or committee or individual acting with delegated authority that affects the pay of the member of staff).

- 13.2 The Trust has agreed to consider appeals on the following grounds:

That the person or committee making the decision:

- incorrectly applied any provision of the STPCD or other statutory provision;
- failed to have proper regard for statutory guidance;
- failed to take proper account of relevant evidence
- took account of irrelevant or inaccurate evidence;

- was biased;
- otherwise unlawfully discriminated against the teacher.

13.5 The procedure for considering appeals is set out in Appendix 3 of this policy.

14 **Support Staff Pay**

14.1 **Conditions of Service**

14.1.1 The pay and conditions of service for support staff employed in this school are decided by the Trust. This may mirror the NJC evaluation scheme but the Trust reserves the right to set the terms and conditions it feels appropriate.

14.2 **Pay scales**

14.2.1 The pay scales adopted by the Trust for support staff employed in this school are attached at Appendix 5.

14.2.2 The Trust has determined the grade and salary range for all support staff posts using the agreed job evaluation scheme as outlined in paragraph 14.1.1.

14.3 **Job Descriptions**

14.3.1 All members of the support staff of the school will receive a copy of their job description which will be the basis of job evaluation for the post. Any significant changes to job descriptions may require a re-evaluation of the post.

14.3.2 Where the Trust, on the advice of the Executive Headteacher, considers that the duties and responsibilities of an individual member of support staff have evolved to a higher (or lower) level, this will be considered as part of the annual review process and, if necessary result in the staffing structure and job description being amended and the salary of the post re-evaluated. The member of staff may also request a re-evaluation where they can demonstrate that a significant change to duties and responsibilities has occurred.

14.4 **Starting salaries**

14.4.1 The Trust will normally appoint to the minimum of the grade, unless the individual member of staff was previously paid under the same conditions of service at a higher salary, in which case the salary offered on appointment may be equivalent to the previous salary, but not exceeding the maximum of the grade. Exceptionally the Trust may also consider appointing above the minimum of the grade where previous experience and/ or qualifications or previous salary justify doing so, within the overall grade of the post.

14.5 **Incremental Progression**

14.5.1 Support staff may, subject to satisfactory performance, progress by annual increments to the maximum of the scale for the post. In exceptional circumstances, incremental progression may be withheld where the performance of the member of staff is poor and where appraisal targets are not being met or if attendance or conduct record justifies such action.

14.5.2 Subject to the above, incremental progression will take place on 1 April each year, except where a member of staff starts after 1 October in the previous year in which case incremental progression will occur at the start of the month following completion of 6 months service and then on 1 April in subsequent years.

14.5.3 The Trust will consider progression between bands to reflect additional skills, knowledge, experience and responsibility. It is the responsibility of the member of staff to decide whether or not they wish to put forward a case for progression between bands.

14.6 Deductions from pay

14.6.1 In a case where a member of staff has been paid for work which they have not undertaken e.g. uncertified sickness absence or unapproved leave of absence, the Trust may recover the amount from the member of staff. The member of staff will have the right of appeal through the pay appeals procedure if they are unhappy with the decision.

14.7 Acting up allowances / Additional responsibilities

14.7.1 Where a member of staff covers the full range of duties of a higher graded post for a period of 4 weeks or more the Trust will pay that member of staff on the appropriate point on the higher scale (normally the minimum) for the period of acting up.

14.7.2 Where a member of staff is covering some, but not all, of the duties of the higher graded post, the Trust will consider an honorarium payment, calculated on the difference in salary between the substantive and higher graded post and taking account of the proportion of higher graded work undertaken. In exceptional circumstances the Trust may wish to recognise this additional work through the award of an additional increment within the pay band.

14.7.3 Where a member of staff is required to meet a short-term excessive workload, to undertake essential tasks within a defined timescale, the Trust may give prior approval to the member of staff to work additional hours at their normal hourly rate or to be paid at agreed overtime rates where the weekly hours worked exceed the standard hours for a relevant full-time member of support staff.

14.8 Other additional payments

14.8.1 The Trust will consider other additional payments for support staff in accordance with the arrangements set out earlier in this document for teaching staff, where these are relevant and appropriate to support staff.

14.8.2 The Trust may award a temporary management allowance of between £500 to £2,500 to a post requiring additional duties for a time limited period for a specific project identified as a priority within the school development plan, or other substantial school improvement projects or for exceptional extra responsibilities.

14.9 Safeguarding

14.9.1 The arrangements for the safeguarding of salaries for support staff will be determined according to the circumstances of the case subject to a maximum of 1 year.

14.10 Salary Sacrifice

14.10.1 Trust will apply the same arrangements as for teaching staff.

14.11 Appeals

14.11.1 The arrangements for support staff wishing to appeal pay decisions as outlined for teaching staff but subject to the relevant conditions of service for support staff as detailed in section 14.1.1 and will follow the procedure outlined in Appendix 3.

15.1 Working Hours

15.1.1. A full-time employee will be as defined in the relevant Pay and Conditions of Service Book.

15.1.2. The standard full-time working week for all Administration, Professional, Clerical, and Technical (APT& C) and manual and craft employees is 37 hours per week. A full-time working year is 52 weeks. The standard full-time working week for Teaching Assistants is 37 hours per week.

15.1.3. For employees working less than full-time, the annual number of hours to be worked will be those determined to support the Academy Development/Improvement Plan and other approved documents

15.1.4. Working hours may be varied on a permanent or temporary basis to suit the needs of the Academy by agreement with the employee concerned.

15.2 Authorising and Paying for the Working of Additional Hours/Overtime Payments

15.2.1. If the need arises, the hours worked by a member of the support staff may be increased contractually, by negotiation and a change in the contract terms, subject to the agreement of the postholder, Head of School and the Chair of Governors.

15.2.2. Temporary additional hours for a specific task may be approved and paid for (within agreed budget provisions) or time off in lieu arranged. (Clarity of whether payment or time off in lieu is to be given should be made clear to the employee in advance of the extra hours being undertaken).

Adopted at the meeting of the Board on 9 December 2020

Next Review Date: September 2021 (annually in September following the STRB review and publication of the STPCD)

THE BOARD PAY COMMITTEE –TERMS OF REFERENCE (extract from Governance Document)

The Pay Committee will consist of up to 4 personnel all of whom will be non-Staff Trustees. The Pay Committee is authorised by the Trust Board to determine all matters and take all decisions related to pay in accordance with the approved pay policy. The Executive Headteacher and the Director of Finance, Administration and Resources will attend as required. In particular the committee is responsible to the Board for:

- Ensuring the whole Trust pay policy is statutorily compliant.
- Reviewing the pay policy and making recommendations to the Board for change.
- Ensuring that the pay policy is applied equitably and consistently across the Trust.
- Ensuring pay decisions are fair and take account of recommendations by the EH/ Head of School.
- Determine appropriate pay ranges, allowances and temporary recruitment or retention payments if appropriate.
- Review the Trust and individual academies/schools staffing structures specifically in respect of pay across the Trust.
- Provide an annual report to the Board summarising pay decisions and issues arising.

The Pay committee will meet annually in term 2 and at other times as required. The quorum is 3. The chair will be elected annually.

Disqualification: Any relevant person employed to work at the school, other than as the EH, when the subject for consideration is the pay or performance review of any person employed to work at the school. The EH will be asked to withdraw when the pay or performance for that post is considered.

**The Robert Carre Trust
Staffing Structure
2020-21
(updated October 2020)**

	Carre's	KSHS
Leadership Scale	1. Executive Headteacher	
	Deputy Headteacher Assistant Headteacher Assistant Headteacher	2. Head of School Assistant Headteacher (SENCo) Assistant Headteacher Associate Assistant Headteacher/SL Business Studies
	3. Director of Finance, Administration and Resources 4. Director of Sixth Form	

TLR Post	<p>Head of Department – Maths Head of Department - Science Head of MFL</p> <p>Head of English (x2) Head of Geography Head of Subject – Music (p/t) Head of Subject – DT Head of Subject – Art (p/t) Head of Subject – Biology Head of Subject – Chemistry Head of Subject - PE Head of Subject – History Head of Careers/DT Teacher</p> <p>Head of Subject – Business Studies 2nd in Department – Maths 2nd in Department – MFL</p> <p>Head of Year 7/PE Teacher Head of Year 8/EP Teacher Head of Year 9/MFL teacher Head of Year 10/PE Teacher (p/t) Head of Year 11/English teacher (p/t) Head of Year 12/PE Teacher Head of Year 13/PE Teacher Co-ordinator of Post-16 Enrichment/PE Teacher</p>	<p>Head of Sixth Form Head of Department - Science Head of Department – English Head of Department – Maths</p> <p>Head of Department – History Head of EPR (shared)</p> <p>Head of Department – Art Head of Department - Design and Technology/Head of Year 7 –Head of Department -Geography (p/t) Head of Department – Computing Head of Department – PE Head of Department - Physics</p> <p>Head of Department – French Head of Department German plus HOY 9</p> <p>Head of Department – Music x 2 (p/t) Head of Department – Psychology Head of Department – Drama 2nd in Department - English 2nd in Department - Maths Textiles teacher/Head of House Art Teacher/Marketing Head of Year 10/Teacher of History Head of Year 8/SEN Manager Head of Year 11/Teacher of PE STEM coordinator Head of PSHE / Teacher of French/German (p/t)</p>
	Head of Department – Ethics and Philosophy	
	Progress Lead for Chemistry	

Teaching Posts (without responsibilities)	<p>Art Teacher (p/t) Computing and BS Teacher Music Teacher (p/t) English Teacher English Teacher (p/t) Geography Teacher (p/t) Geography Teacher History Teacher (p/t) History teacher (p/t) History teacher (p/t) Maths Teacher Maths Teacher Maths Teacher (p/t) Maths Teacher (p/t) MFL Teacher MFL Teacher (p/t) ICT/Food Teacher (p/t) Science Teacher Science Teacher Science Teacher (p/t) Science Teacher (p/t) DT Teacher</p>	<p>Art Teacher(p/t) Biology Teacher German teacher EPR Teacher (shared) History Teacher English Teacher English teacher (p/t) English/Drama Teacher(p/t) Chemistry Teacher Physics and Chemistry Teacher Maths Teacher (P/t) Maths Teacher (P/t) Maths Teacher PE Teacher (p/t)</p>
	Support Staff (supporting and delivering learning/behaviour/support)	<p>SENDCo (p/t)</p> <p>Learning Support Assistant Learning Support Assistant Learning Support Assistant Medical and Learning Support Assistant</p> <p>Cover Manager (p/t)</p> <p>2 Language Assistants (p/t) PE Sports Adviser/SGO</p> <p>Fitness Suite Manager</p> <p>7 x Active School Co-ordinators</p>
<p>Operations Manager</p> <p>DofE Co-ordinator</p>		

Support Staff (Curriculum Resources Support)	ICT Services Manager Network Manager ICT Technician ICT Technician	
	DT Technician Senior Science Technician Science Technician Data Manager LRC Manager	DT Technician (p/t) Senior Science Technician Art Technician (p/t) Data Manager/Exams Officer LRC Manager (p/t) Data Assistant (p/t)
Support Staff (Admin and organisation)	Headteacher's PA/Admissions/HR Admin Office Manager Admin Assistant Admin Assistant (p/t) Admin Assistant (Sixth Form) Community Sport Administrator Exams Officer	Headteacher's PA/Admissions Office Manager Admin Assistant Admin Assistant (p/t) Admin Assistant(p/t)
	Clerk to the Trust Management Accountant (p/t) Finance Assistant Finance Assistant Finance Assistant	

	RCT Premises Manager	
Support Staff (Premises and Supervision)	<p>2 x Assistant Site Managers</p> <p>Catering Manager Lead Catering Assistant 6 x Catering Assistants (p/t)</p> <p>9 x Cleaners (p/t)</p> <p>10 x Leisure Assistants (p/t)</p>	<p>(Assistant Site Manager) Assistant Site Manager (p/t)</p> <p>Assistant Site Manager (p/t) Catering Manager</p> <p>1 x Assistant Catering Manager</p> <p>7 x Catering Assistants (p/t)</p> <p>11 x Cleaners (p/t)</p>

Pay Appeals Procedure

The Robert Carre Trust has adopted the following procedure to consider any pay appeals:

Stage 1 - Informal

- 1.1 If, following receipt of the written confirmation of the pay determination and where appropriate the basis upon which the decision was made, the member of staff is not satisfied, he / she should seek to resolve this by discussing the matter informally with the decision maker within 10 working days of the decision.
- 1.2 Where this is not possible, or where the member of staff continues to be dissatisfied with the decision, he / she may follow the formal Stage 2 Appeal process.

Stage 2 - Formal

- 2.1 The member of staff should submit a written appeal, setting out the grounds and the detail upon which the pay decision is appealed. This should be sent to the person or committee who made the determination, within 5 working days of the notification of the decision being appealed against, or the outcome of the informal discussion.
- 2.2 The person or committee who made the determination will arrange a hearing, within 10 working days of receipt of the written appeal, at which they will consider the appeal and give the staff member an opportunity to make representations in person or be accompanied by a colleague or trade union representative; this person should not be a relative or legal representative.
- 2.3 Following the hearing the member of staff will be informed in writing of the decision and the right of appeal. Any appeal must be submitted within 5 working days working days from receipt of written confirmation of the decision.
- 2.4 Any further appeal will be heard by a panel of 3 Trustees who were not involved in the original determination. The appeal will normally be heard within 20 working days of the receipt of the written notification of appeal. The staff member will be given an opportunity to make representations in person and / or be accompanied by a colleague or trade union representative; this person should not be a relative or legal representative.
- 2.5 The decision of the appeal panel will be given in writing within 5 working days and where the appeal has been rejected this will include a note of the evidence considered and the reasons for the decision.
- 2.6 The decision of the panel will be final. There will be no further right of appeal.

TEACHING STAFF PAY SCALES 1 SEPTEMBER 2020				
SPINE POINT	SALARY		HOURLY RATE	Equiv rate
UQ1	£18,169		£14.36	
UQ2	£20,282		£16.03	
UQ3	£22,393		£17.70	
UQ4	£24,507		£19.37	
UQ5	£26,622		£21.05	
UQ6	£28,734		£22.71	
M1	£25,714		£20.33	
M2	£27,600		£21.82	
M3	£29,664		£23.45	
M4	£31,778		£25.12	
M5	£34,100		£26.96	
M6	£36,961		£29.22	
U1	£38,690		£30.58	
U2	£40,124		£31.72	
U3	£41,604		£32.89	
COVER	Cover to be paid at 1hr 10mins per period			
UQ	£18,169		£14.36	£16.75
Teaching	£32,583		£25.00	

CLASSROOM COVER ROLE

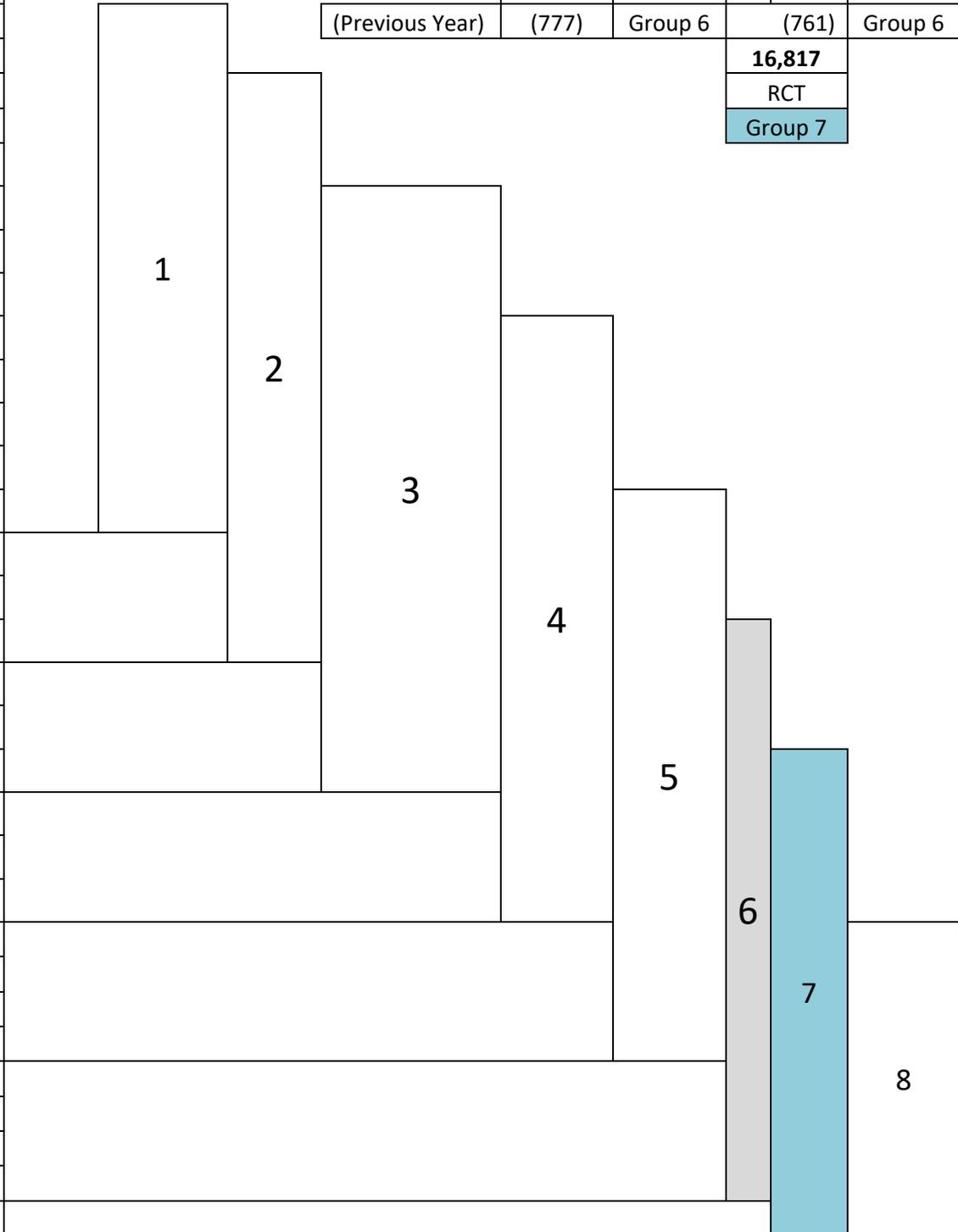
TLR PAYMENTS		
TLR3	£570- £2,872	For temporary and short term posts
2A	£2,873	Additional responsibility - HoY
2B	£4,783	HoD
2C	£6,694	
2C (Upper)	£7,017	
1A	£8,291	
1B	£10,200	Hd of Eng, Mth, Sci
1C	£12,112	
1D	£14,029	

SEN Allowances	
Minimum	£2,270
Maximum	£4,479

HEAD TEACHER GROUP RANGES			
	POINTS PP	GROUP	POINT RANGE
KS3	9	5	5,001 - 7,500
KS4	11	6	7,501 - 11,000
KS5	13	7	11,001 - 17,000
Statement/EHC	Add 3	8	17,001 +

LEADERSHIP	
1	£42,195
2	£43,251
3	£44,331
4	£45,434
5	£46,566
6	£47,735
7	£49,019
8	£50,151
9	£51,402
10	£52,723
11	£54,091
12	£55,338
13	£56,721
14	£58,135
15	£59,581
16	£61,166
17	£62,570
18	£64,143
19	£65,735
20	£67,364
21	£69,031
22	£70,745
23	£72,497
24	£74,295
25	£76,141
26	£78,025
27	£79,958
28	£81,942
29	£83,971
30	£86,061
31	£88,187
32	£90,379
33	£92,624
34	£94,914
35	£97,273
36	£99,681

	CGS	POINTS		KSHS	
KS3	338	3,042.00		383	3,447.00
KS4	206	2,266.00		228	2,508.00
KS5	277	3,604.00		150	1,950.00
	821	8,912.00		761	7,905.00
(Previous Year)	(777)	Group 6		(761)	Group 6
				16,817	
				RCT	
				Group 7	



37	£102,159		
38	£104,687		
39	£107,239		
40	£109,914		
41	£112,660		
42	£115,483		
43	£117,197		

SUPPORT STAFF SALARIES WITH EFFECT 1 APRIL 2020			
		PER HOUR FROM 01/04/2020	EQUIVALENT ANNUAL SALARY
APPRENTICE		£4.15	£8,006.54
NMW 18-20		£6.45	£12,443.89
NMW 21-24		£8.20	£15,820.14
NLW 25+		£8.72	£16,823.37
SCP POINT	F/T SALARY		
1	£17,842.00		
2	£18,198.00		
3	£18,562.00		
4	£18,933.00		
5	£19,312.00		
6	£19,698.00		
7	£20,092.00		
8	£20,493.00		
9	£20,903.00		
10	£21,322.00		
11	£21,748.00		
12	£22,183.00		
13	£22,627.00		
14	£23,080.00		
15	£23,541.00		
16	£24,012.00		
17	£24,491.00		
18	£24,982.00		
19	£25,481.00		

20	£25,991.00
21	£26,511.00
22	£27,041.00
23	£27,741.00
24	£28,672.00
25	£29,577.00
26	£30,451.00
27	£31,346.00
28	£32,234.00
29	£32,910.00
30	£33,782.00
31	£34,728.00
32	£35,745.00
33	£36,922.00
34	£37,890.00
35	£38,890.00
36	£39,880.00
37	£40,876.00
38	£41,881.00
39	£42,821.00
40	£43,857.00
41	£44,863.00
42	£45,859.00
43	£46,845.00
44	£51,957.00
45	£73,758.00